



# New Certifying Officials

ACQUISITION SUPPORT CENTER

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## New Certifying Official Policy

- Why do we need policy?
  - Current process is ad lib, not uniform for all DA
  - Gives CO's something tangible
- Why add or replace a CO?
  - CO is retiring
  - CO has a significant change in duties
  - CO cannot respond in a timely manner
  - CO does not wish to perform the duties any longer

## New Certifying Official Policy

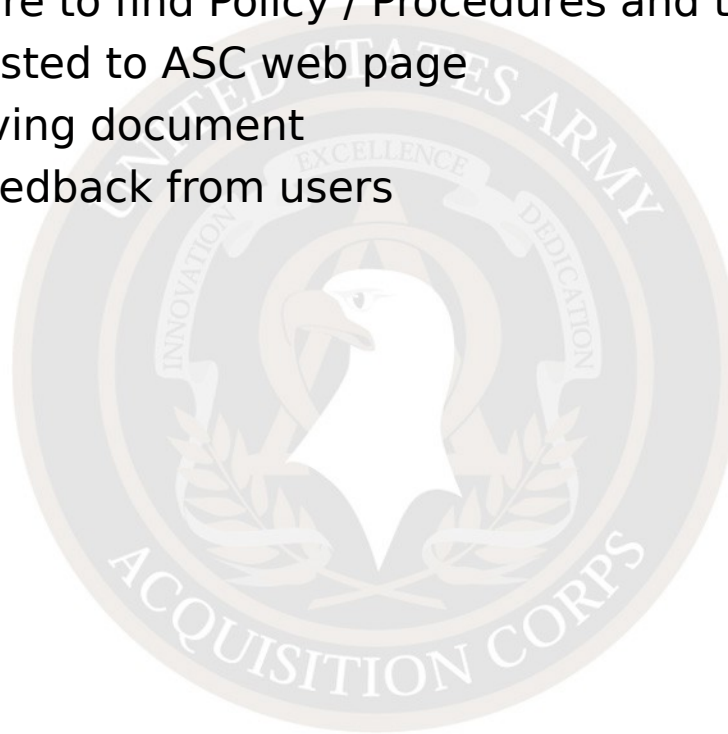
- How to Proceed with adding/replacing a new certifying official
  - Memo from ACM to ASC (template) with all pertinent data
  - ASC responds to ACM with email once approved (or denied) and will update CAPPMS with new CO
  - ASC will send welcome letter (template) to the new CO and provide appropriate enclosures
    - Policy and Procedures for acquisition certification
    - Guidelines for Certifying Officials
    - ASC will follow-up with new CO to field questions and make certain the new CO is in contact with their local ACM

## New Certifying Official

- Guidelines provided to New Certifying Officials
  - Defines certification
  - References tools to use if needed for verification, to include DoD 5000.52 and the DAU web site
  - Emphasis what areas to focus on when reviewing the ACRB
    - Section X Certifications
    - Section VI Acq/Leadership Training
    - Section VII Education and
    - Section X Assignment History

## New Certifying Official

- Where to find Policy / Procedures and templates
  - Posted to ASC web page
  - Living document
  - Feedback from users



## New Certifying Official

- Q & A
  - TACOM story
  - Comments from Proponency Officer



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Name, Title (ARIAL 16PT)

